

**Solicitation Number: 06-0001-23**  
**Support Service for the Office of Naval Research Electronics, Sensors, and**  
**Networks Research Division (Code 312) of the Information, Electronics, and**  
**Surveillance Department**

*NOTE: This solicitation replaces Solicitation Number 05-0001-39. Solicitation Number 05-0001-39 is cancelled.*

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001- Technical, Programmatic, and Engineering Support Services are due by 2:00 PM (local), Wednesday, 13 September 2006.

## **1.0 Background**

The Electronics, Sensors, and Networks Research Division (ONR 312) of the Information, Electronics and Surveillance Department of the Office of Naval Research (ONR) requires technical support services from an experienced contractor support staff that has the unique capability to provide both program acquisition support and technical expertise to review and evaluate enabling technologies.

ONR 312 is responsible for the development of enhanced sensor technologies, primarily radar and electro-optic/infrared (EO/IR) and associated signal, image and array processing methods. Efforts are also underway that seek to develop techniques for target tracking, sensor/data fusion, sensor resource management, multi-sensor integration and combat identification. A major element in obtaining the needed warfighter capability is developmental planning that is directed under the DoD Reliance process implemented by the Deputy Undersecretary of Defense for Science and Technology, DUSD (S&T). ONR 312, as the Navy's Principal for Sensors, Electronics and Electronic Warfare Technology Panel, is responsible for developing technology objectives, Defense Technology Area Plan (DTAP) and Joint Warfighter S&T Plan (JWSTP) integration.

This is a continuing requirement. The incumbent is ITS-Noesis; contract number N0001404D0513, Order Number 0002.

## **2.0 Statement of Work**

### **2.1 Objective**

The Program Officer(s) seek technology management support, systems engineering and technical assistance to assist with activities related to the departments role in the DoD Reliance Process. The Program Officer(s) direct projects that examine technologies that support several radar and EO/IR systems and mission requirements, including, but not limited to the following:

- Wideband, frequency agile, multifunction radar;
- Synthetic aperture radar (SAR);
- Moving target indication (MIX) and moving target imaging (MTIm);
- Automatic Target Recognition (ATR);
- EO/IR shared apertures;
- Hyperspectral sensing;

- Infrared search and track system (IRST);
- Multispectral sensing;
- Clutter, background and target modeling;
- Active/passive classification/discrimination techniques; and
- Capabilities in Command and Control.

## **2.2 Scope**

The purpose of this effort is to provide support for the Sensors, Electronics, and Electronic Warfare (SEEW) Technology Panel which Includes support of the Defense Technology Area Plan (DTAP) and the Joint Warfighter S&T Plan (JWSTP) integration.

## **2.3 Technical Tasks/Requirements**

These tasks, developed to satisfy program needs, are essentially the Contractor work requirements.

### **2.3.1 The contractor shall perform the following tasks:**

- Draft analyses, presentations, notes, assessments, official correspondence, speeches, and other materials, as directed, for use by the Program Officer with other internal ONR departments and externally with the Navy staff, Department of Defense and the Congress.
- Draft responses to external communiqués on programmatic, technical and financial matters for the Program Officer including information exchange with the Office of the Director of Defense for Research and Engineering (DDR&E).
- Draft Department responses to Congressional inquiries for the Program Officer.
- Provide support on technical, programmatic and operational matters pertaining to a diverse array of technologies investigated by the Division.
- Prepare briefings on various ongoing and potential targeting and target sensing technology projects, including staff coordination and production, for presentation to senior leadership.
- Evaluate the technical merit, transition potential and integration into an overarching investment strategy of various alternative proposals that support the objectives of the Division.
- Monitor and highlight emerging technologies, related programs, deployed systems capabilities, current and emerging requirements, doctrine, and tactics.
- Facilitate dialogue with key decision makers and/or their staffs and technical subject matter experts within Chief of Naval Operations (OPNAV) and Joint Staffs, Warfare Centers, Systems Commands, Program Executive Offices, and doctrine and requirements development organizations.
- Assist with reviews of project management goals, objectives and results for inclusion into the Department of Defense (DOD) Reliance planning process.
- Assist the Program Officer the preparation of DoD Reliance DTAP and drafting Defense Technology Objectives (DTO's). Also assist in the preparation of the Technology Area Requirements and Assessments documents that support the SEEW projects.
- Assist the Program Officer in overall technical/program management support for the Technical Cooperation Program (TTCP) including coordination with the Member Nations technical representatives, organizing of the Annual TTCP meeting, and all administration before, during, and after the annual meeting.
- Provide multi-media (web pages, vugraphs, graphics) support to describe and disseminate information.

## **2.4 Reports Data and Other Deliverables**

The following deliverables are required to support this effort.

2.4.1 Monthly Progress and Management Report(s). The contractor shall provide monthly progress and management reports. The report is due by the 28th of every month and shall include the hours and costs charged against the contract per individual on the contract along with a discussion of specific work items accomplished during the reporting period as well as a forecast of work products for the up coming month. Contractor format is acceptable.

2.4.2 Presentation Material. The contractor shall provide presentation materials as required by the ONR Program Office.

2.4.3 Monthly Reports. The contractor shall provide monthly reports and the reports shall include the tasks assigned/performed, accomplishments, and list significant memoranda, white papers, briefings, technical reports or other significant documentation either produced or in progress, and status of tasks in progress. Contractor format is acceptable.

2.2.4 Other reports, Memoranda, and Papers. The contractor shall provide other reports, memoranda, and papers as required by the ONR Program Office. The information that is to be Included in the reports, memoranda, and papers will be provided by the Program Officer at the time of request. Contractor format is acceptable.

## **3.0 Personnel Requirements**

### **3.1 Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support this effort:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

3.1.2 The Senior Engineer assigned to this task must have at least a Bachelor's degree in a scientific or engineering discipline related to the Department's interest, or significant related work experience. In addition, the position requires a detailed understanding of the technology programs of Interest to the Program Officer(s). The Senior Engineer must possess a thorough knowledge of program planning and execution oversight activities, formulating Plans of Actions and Milestones, and the ability to interface with national and international experts in the wide range of radar and EO/IR technology programs supported by the Program Officer(s). In addition, prior experience interfacing with the Navy's Systems Commands is highly desirable. The candidates for the Senior Engineer position should have a minimum SECRET clearance, with TOP SECRET highly desirable. Candidate must be able to effectively communicate orally and in writing.

3.1.3 The Program Manager I should possess at least a Bachelor's degree in a science, engineering or program management discipline or related work experience. The Program Manager I should also have an understanding of the special goals and budgetary matters, as well as specific experience in the same or similar programs related to the Program Officer(s) relevant technology responsibilities, such as those associated with the Automatic Target Recognition Working Group (ATRWG) and Sensors, Electronics and Electronic

Warfare (SEEW) Panel. The candidate should have a SECRET clearance at a minimum. Candidate must be able to effectively communicate orally and in writing.

3.1.4 The Technical Support Specialist I should possess at least a Bachelor's degree in a science or program management discipline or related work experience. The Technical Support Specialist should also have an understanding of the special goals and budgetary matters, as well as specific experience in the same or similar programs related to the Program Officer(s) relevant technologies, such as ATRWG and SEEW Panel. The candidate should have a minimum of a SECRET clearance. Candidate must be able to effectively communicate orally and in writing.

3.1.5 The Graphics Coordinator will be tasked to coordinate and produce graphics, presentation packages, special reports and other documents as required by the Program Officer(s). The candidate for this position must be fully computer literate with modern desktop publishing systems and have experience designing and producing special images that are needed to support the Program Officer(s) goals and objectives. The Graphics Coordinator should have an Associates Degree of Fine Arts Degree or 3 years recent graphics work experience. Candidate must be able to effectively communicate orally and in writing.

### **3.2 Level of Effort**

3.2.1 The level of effort has been estimated for the proposed order. Both a twelve (12) month base period and four twelve (12) month option periods have been defined (total potential period of performance, with options, is 60-months).

3.2.2 Base Period: The level of effort anticipated for this period is approximately 2.7 man- years at an average rate of approximately 417 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Labor Category</b>	<b>Hours Per Year</b>
Senior Engineer	1,840
Program Manager I	1,840
Technical Support Specialist I	920
Graphic Coordinator	400
<b>Total Hours</b>	<b>5,000</b>

NOTE: 1,840 hours is equivalent to one (1) man-year

3.2.3 Option Periods. The level of effort anticipated for each option period is approximately 2.7 man-years at an average rate of approximately 417 hours per month. A summary of the labor categories and the total anticipated annual hours for each option year is provided below.

<b>Labor Category</b>	<b>Hours Per Year</b>
Senior Engineer	1,840
Program Manager I	1,840
Technical Support Specialist I	920
Graphic Coordinator	400
<b>Total Hours</b>	<b>5,000</b>

NOTE: 1,840 hours is equivalent to one (1) man-year

3.2.4 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, It Is the Governments preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

#### **4.0 Order Details**

**4.1 Contract Type:** The Navy anticipates awarding a cost plus fixed fee level of effort task order.

**4.2 Period of Performance:** Base period of (12) months from time of award with 4 one-year options.

#### **4.3 Other Direct Costs (ODCs)**

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of Items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved In advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$10,500.00 per year.

4.3.1 Travel and Per Diem - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found In the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor. Travel is estimated at \$10,000.00 per year.

4.3.2 Other Direct Costs (Other than Travel and Per Diem - ODCs may be required to fully support this task requirement. At this time, the specific Items cannot be identified; however, the ODC and Travel cost total cannot exceed the NT amount stated in Section 4.3 above. ODCs are estimated at \$500.00 per year.

**4.4 Place of Performance:** Work will normally be performed at the Contractor's facilities.

**4.5 Government Furnished Resources (GFR):** The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

**4.5.1 Facilities, Supplies and Services:** The facilities required to perform the tasks outlined in the Statement of Work will be at the Contractor's place of business.

**4.5.2 Information:** All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.5.3 Documentation:** All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.5.4 Equipment:** With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

**4.6 Subcontracts/Consultants:** Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

#### **4.7 Security Requirements:**

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, each employee of the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

#### **4.8 Organizational Conflict of Interest**

##### **4.8.1 Safeguarding Information**

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the

contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

#### **4.8.2 Organizational Restrictions**

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the Electronics, Sensors, and Networks Research Division (ONR 312) of the Information, Electronics and Surveillance Department research programs.

#### **5.0 Proposal Requirements**

**5.1 Proposal Format:** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other

relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the prime's proposal or in accordance with section 5.3 of this solicitation before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

**5.2 Other Required Documents:** Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

**5.2.1 Non-Disclosure Agreement:** Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

**5.3 Proposal Submission:** The due date for receipt of proposals for this solicitation is no later than 2:00p.m. (Local Time) on Wednesday, 13 September 2006. All proposals must be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

## **6.0 Evaluation Information**

**6.1 Evaluation Criteria:** A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

### Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts

### Price/Cost Factors

- (4) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective



evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

**6.2. Award:** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or about 31 October 2006.

**7.0 Submission of Questions:** Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

**8.0 Solicitation Amendments:** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

**9.0 Point of Contact:** The Point of Contact for this solicitation is The Point of Contact for this solicitation is Ms. Kenesha Hargrave, Contract Specialist, e-mail [hargrak@onr.navy.mil](mailto:hargrak@onr.navy.mil) and telephone (703) 696-5345. The secondary point of contact is Mrs. Vera M. Carroll, Contracting Officer, e-mail [carrolvc@onr.navy.mil](mailto:carrolvc@onr.navy.mil) and telephone (703) 696-2610.

**Non-Disclosure Agreement Regarding Contractor Support  
for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees, both in his

personal capacity and as an employee of \_\_\_\_\_ as follows:

**BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
  - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
  - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
  - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
  - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
  - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.

- vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

#### AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_